

~~SECRET~~

JUN 3 1957

ILLEGIB

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION: Special Planning Assistant

SUBJECT: Semi-Annual Report to the President's Board of Consultants on Foreign Intelligence Activities.

In response to your request for a narrative statement covering the activities of this Staff for the period of 1 November 1956 to 1 May 1957, we are submitting the following for inclusion in the subject report:

1. Two of the Management Staff projects overshadow all others in importance for this reporting period. They are:

a. The Management Staff conceived and, with the Office of Personnel, developed two new and somewhat radical concepts in the field of manpower control. They are: 1) A new personnel flexibility plan together with new delegation of authority to Operating Officials to shift their working level people as they desire to meet changes in workburden - without change in delegated function or organizational alignments, and 2) the creation of a third personnel accounting category - the Development Complement (a suspense account) - to delineate personnel not contributing to workburden. (This proposal was subsequently enthusiastically accepted by the Career Council.) Both concepts were installed by the Management Staff and the Office of Personnel and successfully completed a one-year trial period within the Office of Communications.

2. A revised policy on the content of Agency regulatory issuances greatly facilitates the use of regulations by separating policy matters from procedural instructions and by the elimination of substantial redundancy.

3. The Records Management Staff has now succeeded in establishing 90% of all Headquarters Records Disposition Schedules for records retirement to the Records Center, destruction or permanent retention. (Completion will be made on 1 July 1957.)

4. In order to provide greater assistance to all organizations in the Agency in the mechanizing of their administrative efforts, two new specialists in the utilization of business machines were added to the Management Staff. (Machine utilization leadership now is composed of a four-person unit.)

Note: 1+2 to

June 3, 1957

Note: [unclear] = This was revised with the recommendation of the Adm.

~~SECRET~~

*per  
reworking*

5. Organization and Management studies continued to be profitable sources of uncovering unnecessary work and providing solutions to administrative problems.

SIGNED

[Redacted Signature Box]

25X1A9A

Chief, Management Staff

~~SECRET~~